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12 August 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM: Stanley M. Moskowitz  
Director of Training and Education

SUBJECT: Weekly Report

25X1

\* 2. Mr. Clark Larsen of the Secret Service visited OTE's Computer Based Training Group on 24 July. The purpose of Mr. Larsen's visit was to discuss OTE's experience with computer based training (CBT). He was interested in our approach to CBT authoring, our methods of supporting CBT delivery with printed materials and a hotline, how we selected the mainframe delivery system, and numerous other topics. This was the second visit to OTE by a Secret Service person to discuss CBT. [REDACTED]

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5. On Monday, 3 August representatives from the Office of Security (OS) received a briefing from OTE's Career Training Division on the DA Career Trainee track. The OS is planning to participate in the Career Training Program as early as September 1987. [REDACTED]

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11 August 1987

MEMORANDUM FOR: Director of Training and Education

FROM:

[REDACTED]

Chief, Information Systems Training Division

SUBJECT: ISTD Weekly, 4-11 August 1987

1. The first course, Fundamentals of Information Processing Seminar, in the Applications Development Institute, is being conducted 11-12 August for managers. A second course with the same title will be held 13-14 August for other Agency personnel.



2. [REDACTED] is working this week with personnel from Discworks, the DO, and IMS, on the self-study video program for Wang training. The first phase of this effort will modify a training program produced by Discworks to be suitable for use with the Wang Alliance.

3. On 7 August, [REDACTED] briefed the COMIREX Automated Management System (CAMS) ADP Control Officers on the results of the computerized survey of CAMS users. Each ADPCO was given a hard copy SAS listing of responses from their agency. Other training related items of discussion included the CAMS Self-Studies, SAS and NOMAD CBT, and student clearances.

CBT Version of Fundamentals of VM Course Test

The official version of an end-of-course exam for the Fundamentals of VM course will be tested in the classroom starting this week. The test has 86 questions, of which 20 questions divided among eight objectives will be randomly selected for each examinee. After an approximately six-week testing phase, the test will be administered for course credit. Anyone interested in trying the test should contact [REDACTED] on extension [REDACTED]

[REDACTED]

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11 August 1987

MEMORANDUM FOR: Director of Training and Education

FROM:

Chief, Secretarial, Administrative, and  
Communications Training Division

SUBJECT: Weekly Report

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2. A data base has been created to keep track of the incoming requests for secretarial course substitutions. The first report has been forwarded to TSD for entry into the Agency Training System. To date 49 secretaries have requested approval for 102 course substitutions. This report will be generated on a bimonthly basis.

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Administration Division Weekly  
3-7 August 1987

## Conferencing

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Scheduled pilot workshop [ ] in November at request of STO/DDA for first-tour MG officers.

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Conference date for Human Resource Modernization and Compensation Task Force rescheduled to 5-9 October [ ]

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## Miscellaneous

C/AD and DC/AD met with DDC and [ ] to select standardized covers for OTE publications.

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Sent galley of writing brochure to P&PD for revisions. Should have clean copy for [ ] review next week.

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Prepared draft of [ ] relocation paper for D/OTE.

## Budget & Finance

Conducted the monthly cash count on 3 August.

On August 6 and 7, Diane attended a two-day workshop on the General Accounting System (GAS).

On August 7, Deputy Chief, B&F, met with DD/OF to discuss the outcome of her June recruiting trip to Cleveland, Ohio. Outcome was positive.

## Personnel

PB met on Tuesday for group discussion on the Human Resources Modernization and Compensation Task Force proposals. Features of the proposal were evaluated for both personal and professional impact.

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The August Manning Tables have been sent to Division and Staff Chiefs for review. C/PB will be discussing projected gains and losses through September 1987 with them in preparation for monthly personnel meeting with D/OTE.

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#### Logistics

Handicap Renovations: The doors to the 7th floor restrooms have been widened. The next step will be to enlarge the stalls in each restroom and modify the sinks. On 8 August, the ramp inside the garage will be modified to accommodate a wheelchair. The ramp modification should not impede normal Saturday traffic from entering/exiting the building.

On Monday, 10 August, the water will be off in CofC from 0600-0730 hours for modification to the restrooms.

1st Floor: Grill work continues. The first floor should be finished mid-August. Work will then begin on ground floor guard area. Guess on final completion -- late September.

OL is soliciting bids for adding air conditioning to the guard/reception area on the ground floor. Evidently, the architect did not address this issue in the original plans.

DAC Renovation: The bid for upgrade of air conditioning, carpentry, and electrical work has been received. B&F will transfer \$27,566 to OL for this portion of the contract. Still awaiting bid for raised flooring. When received, additional money is to be transferred, and both contracts will be sent to the vendors.

CofC Air conditioning: GSA is installing the new compressor. We should be back to full service by the middle of next week.

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S E C R E T

10 August 1987

MEMORANDUM FOR: Director of Training and Education

FROM: [REDACTED]

Chief, Language Training Division

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SUBJECT: Language Training Division Weekly Report

25X1 1. Farsi instructor [REDACTED] recently completed a successful pilot running of a Farsi transliteration course he designed at the request of DO/Information Management Staff (IMS). IMS sent a memorandum commending both [REDACTED] and Arabic instructor [REDACTED] for the high quality and immediate job relevance of the Farsi and Arabic transliteration courses offered this summer by the Near East and Asian Languages Branch (NEA), stating that student feedback from both courses was extremely positive. [REDACTED]

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25X1 2. Japanese instructor [REDACTED] with the assistance of [REDACTED] created a set of 18 listening comprehension tapes to supplement a textbook used in the Japanese program. The tapes will be passed to the Foreign Service Institute and have been included in the language self study center at Headquarters. [REDACTED]

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SIAI

25X1 3. At the initiative of C/NEA [REDACTED] the Branch began a series of in-house workshops to provide instructors with an opportunity to share teaching techniques and methods with their NEA colleagues. Thai instructor [REDACTED] gave the first workshop on 7 August on methods of incorporating current affairs in the target country into the language curriculum to make the Thai program more job relevant. [REDACTED]

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25X1 4. There were 43 reading and 51 oral proficiency tests the past week compared to 37 reading and 44 oral proficiency tests the previous week. [REDACTED]

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WEEKLY ITEMS: CBTG, Week of 10 August 1987

1. On 7 August C/CBTG met with Ford Aerospace personnel for a briefing and demonstration of the next generations of TICCIT hardware. From the presentation of the Manager of Ford's Hanover, MD operation, where NSA's GUESTMASTER project is being done, it appears that Ford will be supporting TICCIT in a way that Hazeltine did not. This means that the TICCIT people are likely to be more helpful and responsive than they were under Hazeltine; we have seen evidence of this already. It also means that the cost of technical assistance from TICCIT experts will be reduced by half, making it competitive with CBT/IVD norms. TICCIT hardware will change over the next two years in order to enable both authoring and delivery of courseware on IBM PC-AT compatible machines. While Ford does not now plan to fund internally the integration of TICCIT and the Army's EIDS IVD system, they feel that funding for this will be forthcoming from the USG. The implication of these developments is that TICCIT in the future will be less "isolated" than it has been in the past, and that the effort OTE has put into development of the EXITO project will be much more easily disseminated Agency-wide, even USG-wide, than previously thought.

STAT<sup>2</sup>. Travis Piper of Creative Approaches, Inc. worked with [redacted] on August 3 and 4 to refine, upload on Phoenix, and troubleshoot 11 screens on Electas, the new automated time and attendance system. We worked with this small number of screens to perfect an advance in our CBT methodology.

Formerly, we asked the student taking CBT to put the answer to a question after the cursor, which always appeared at a particular place on the screen. Now we are able to ask the student to enter one or more answers anywhere on the screen. This advance gives us the potential to teach data entry on any subject with CBT. By the same token, we can teach how to fill out any printed form by simulating the form on the screen. The immediate application of this technology will be to teach the Electas system with CBT, but we can foresee many other applications in future projects.

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11 August 1987

MEMORANDUM FOR: Director of Training and Education

STAT FROM:

[REDACTED]  
Chief, Intelligence Training Division

SUBJECT: IT Weekly Report (U)

STAT 1. The first running of ATB's revised Seminar on Producer-  
STAT Consumer Relations, on 5 - 6 August, got a strong positive  
STAT reaction. Instructor [REDACTED] led 15 students, primarily  
experienced DI analysts and branch chiefs, through an intensive  
exploration of the topic, encouraging participants to share  
experiences. The outside speaker [REDACTED] a former DI  
analyst working in the office of the Secretary of Defense, was  
STAT particularly well received. (U)

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11 August 1987

MEMORANDUM FOR: Director of Training and Education

FROM:

[redacted]  
Acting Chief, Leadership Development Division

SUBJECT: LDD Weekly Report 3 - 7 August 1987

1. MTB ran a successful Leading People in CIA, 3 - 5 August.  
[redacted] conducted a PAR workshop for Office of Security on 7 August; it too went well. (U)

2. During the week of 10 August, MTB is for the first time is conducting three major programs simultaneously. These include the pilot of Leading People for GS 5 -10 managers, POCM and the Decisionmaking elective. (U)

3. [redacted] attended the National Training Laboratory (NTL) Human Interaction Lab in Bethel Maine from 3 - 9 August. He found it very valuable. (U)

4. [redacted] left MTB for OTS on 7 August. (U)

[redacted]